

I-9 & Affirmation Statement Correction Form

Please note the boxes checked below and make the necessary changes.

Overall Correction(s):

- Please complete the Affirmation Statement available on the Human Resources website (www.du.edu/hr/forms)
- Use the current I-9 form (Dept. of Homeland Security) available on the Human Resources website (www.du.edu/hr/forms)
- Please send the original I-9 instead of a photocopy or facsimile
- Please attach copies of documentation

Correction(s) Needed for Section 1 of I-9: *To be completed by Employee*

- Employee Name
- Employee Address
- Date of Birth
- Social Security number
- Immigration Status Attestation
- Employee's Signature and Date
- Preparer/Translator Certification

Correction(s) Needed for Section 2 of I-9: *To be completed by Employer*

- List A Documentation (*documents that establish both identity & employment eligibility*)
- List B Documentation (*documents that establish identity – must have photo*)
- List C Documentation (*documents that establish employment eligibility*)
- Employee Hire Date (from BECR or MBTH)
- Employer/Authorized Representative's Signature and Date
- Title of Employer/Authorized Signature
- Employer Address

Additional Notes or Explanation(s):

- Return I-9, Affirmation Statement and copies of documentation to Human Resources with necessary corrections completed

Contact Sasha Robeson at x17420 or srobeson@du.edu with your questions.
